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ER -4527

15 APR 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Reduction of Ceilings

1. The Project Review Committee has just reviewed and approved the program of the SR Division for Fiscal Year 1954.

25X9 2. In the program there is a summary of personnel requirements for Fiscal Years 1954, 1955, and 1956 in the staff employee and staff agent categories. This summary indicates that the authorized ceiling is for [redacted] positions whereas there are only [redacted] persons on duty and projected requirements for 1955 and 1956 are only [redacted]. These figures indicate that the present authorized ceiling is in excess of requirements anticipated by the Division by 20 positions.

25X9

3. The A-DD/A has requested me to provide you with this data not for any immediate action but for your information and use when appropriate.

25X1A /s/

[redacted]
Special Assistant to the
Deputy Director
(Administration)

SA/DDA:EDE:mj(15 April 1954)

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